



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

22 January 2025

Division Memorandum
No. 055, s. 2025

EXTRACTION OF UNPAID PREMIUMS RECEIVABLES FOR PAYMENT PURPOSES

To: Assistant Schools Division Superintendent
School Heads of Implementing Units (IUs) and Fiscal Autonomous Schools (FAS)
All Others Concerned

1. In line with Regional Memorandum No. 0073, s. 2025, regarding the forthcoming 4th Cluster Reconciliation and the crafting of a Memorandum of Agreement (MOA) between DepEd, GSIS, and DBM for the payment of the accumulated Unpaid Premiums Receivables (UPRs) from 2011 to 2024, this Office directs all concerned personnel to undertake the following tasks in preparation for the reconciliation process:

a. Extraction and Profiling UPRs

1. Begin extracting the UPRs of the agency using the Electronic Billing and Collection System (EBCS).
2. Categorize extracted UPRs per template utilized during the previous reconciliation conducted in 2024.
3. Submit profiles considered for updating to the GSIS Branch, including Service Records and appropriate ARA forms.
4. Identify UPRs considered for payment.

b. Submission Requirements

1. Submit respective Subsidiary Ledgers to GSIS.
2. Ensure outputs conform to the template used during the reconciliation process in 2024.
3. Prepare profile in Excel format as found in the EBCS dataset and submit the same to the GSIS Branch.

c. Coordination and Target Setting

All concerned personnel, including Administrative Officers, Agency Authorized Officers (AAOs), Electronic Remittance File (ERF) Handlers, Personnel Officers, and Accountants, are directed to collaborate and set targets to accomplish the above tasks efficiently.

d. Access to Reconciliation Template

For IUs and FAS, the Payroll Services may provide the reconciliation template upon request.

2. This memorandum served as a guide for the systematic completion of the reconciliation tasks.
3. Please submit the outputs to the concerned GSIS Branch, copy furnished to the Regional Office V through maanamae.bernardino@deped.gov.ph on or before **January 31, 2025**.
3. For guidance and compliance.

By Authority of the OIC-Schools Division Superintendent:

Mulit
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Republic of the Philippines
Department of Education
REGION V - BICOL



20 January 2025

REGIONAL MEMORANDUM

No. 00073, s. 2025

EXTRACTION OF UNPAID PREMIUMS RECEIVABLES FOR PAYMENT PURPOSES

To: Assistant Regional Director
Schools Division Superintendents
School Heads of Implementing Units and Fiscal Autonomous Schools
All Others Concerned

1. This refers to the forthcoming 4th Cluster Reconciliation and crafting of the Memorandum of Agreement between DepEd, GSIS, and DBM intended for the payment of the accumulated Unpaid Premiums Receivables (UPRs) reckoned from 2011 to 2024.

2. In preparation for the above undertakings, this Office instructs all SDOs and IUs/FAS to perform the following:

- a. Begin extracting the UPRs of the agency using the EBACS;
- b. The extracted UPRs from the EBACS must be categorized per template used during the prior Reconciliation conducted last 2024;
- c. Submit to the concerned GSIS Branch, profiles considered for updating. This task includes the submission of Service Records and the appropriate ARA Forms;
- d. Identify the UPRs that are considered for payment;
- e. Submit your Agency's respective Subsidiary Ledgers due to GSIS;
- f. The expected submitted outputs must conform with the template used for the past reconciliation conducted in 2024; and
- g. The profiles as found in the data set per EBACS must be in Excel Format and the same must also be submitted to the concerned GSIS Branch.

3. To further improve the reconciliation initiatives, SDSs and School Heads of IUs/FAS are expected to allow the agency's AAOs, ERF Handlers, Personnel Officers, and Accountants to set a target within which to accomplish the above tasks.

4. For IUs and FAS, you may request with the Payroll Services the mentioned reconciliation template in Item No. 2.



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Website: <https://region5.deped.gov.ph/>



5. The **deadline for submission** of the outputs to the concerned GISIS Branch, copy furnished this Office (maanamac.bernardino@deped.gov.ph) as found in **Item No. 2** of this memorandum is **January 31, 2025**.

6. For SDOs, IIs and FAS that are paying and making good of its UPRs, you are highly encouraged to continue the same.

7. For information, guidance, and compliance of all concerned.


GILBERT T. SADSAD
Regional Director

AD-PSU/sjdvii
01/20/2025